

# MCTFSPRIM

MCO P1080.40C

## LOCATOR SHEET

Subj: MARINE CORPS TOTAL FORCE SYSTEM PERSONNEL REPORTING INSTRUCTIONS MANUAL  
(SHORT TITLE:MCTFSPRIM)

Location: \_\_\_\_\_  
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## RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Entering Change

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## INTRODUCTION

### 00001. PURPOSE.

This Manual promulgates policies, procedures, and technical instructions regarding automated manpower systems and subsystems. This Manual also provides instructions for reporting and verifying information maintained in these systems.

### 00002. RESPONSIBILITY.

The Deputy Chief of Staff for Manpower and Reserve Affairs M&RA (MIF), under the direction of the CMC, is responsible for the currency, accuracy, and modification of this Manual. Commanders are responsible for physical maintenance and timely entry of changes in their copies of this Manual.

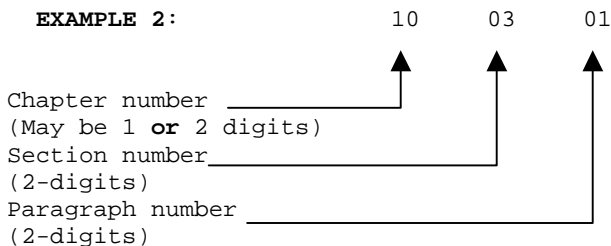
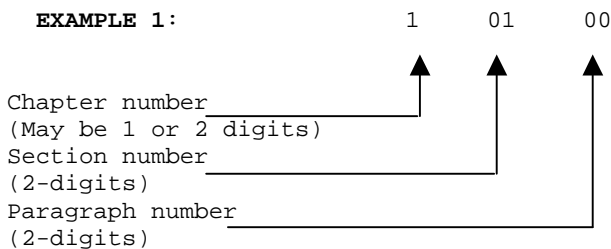
### 00003. ALLOWANCES AND MISSING PAGES.

Requests for changes in the authorized allowance for this Manual will be forwarded to the CMC (ARE). This request must be submitted per MCO P5600.31. Missing pages should be obtained by requisitioning the basic Manual and/or pertinent change(s) per MCO P5600.31.

### 00004. ORGANIZATION.

1. This Manual is organized in chapters and sections. The chapters are numbered sequentially and are listed on the contents page. The chapters and sections of chapters are numbered sequentially and listed on individual chapter content pages.

2. Paragraphs in this MCTFSPRIM are numbered in a *possible* six digits, with further division of subparagraphs shown in small letters, numbers within parentheses, small letters within parentheses, etc. The first digit is the Chapter number (or first two digits, as in the case of Chapter 10, 11, 12, etc.), the second two digits identifies the particular Section, The remaining numbers identify the particular part of a section and major paragraphs thereof. The digit(s) to the right of the decimal identify the specific paragraph or subparagraph. For example, 40103.2b(2) refers to chapter 4, section 1, paragraph 03, subparagraph 2b(2). (also see **EXAMPLE 1 and 2** below).



3. Pages are numbered by chapter number; that is, the fourth page of chapter 3 appears as 3-4, and the fourth page of chapter 10 appears as 10-4.

4. The above numbering is the same in the Index:

**EXAMPLE:**

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**ABSENCE REPORTING. . . . .11-8**

Chapter number

Page number

00005. CHANGES.

Changes to this Manual will be made with printed page replacements for pages that are to be modified. Changes will be numbered consecutively and recorded on the page provided for that purpose.

00006. USE OF ABBREVIATIONS AND ACRONYMS. Abbreviations and acronyms are used extensively throughout this Manual. A list of abbreviations and acronyms used in the text is provided in appendices A and B.

00007. METHOD OF CITATION.

Reference to this Manual or to specific paragraphs of this Manual will be made as follows:

1. For general reference or for those instances where many paragraphs and/or subparagraphs are to be referenced in the same communication (specific references contained in the body of the communication):

Ref: (a) MCO P1080.40

2. For personnel records and forms (except when reference (a), above, is not used, use only MCTFSPRIM, par. 120101):

Ref: (a) MCTFSPRIM, par. 20005.2m(1)(a)

3. For directives:

Ref: (a) MCO P1080.40, MCTFSPRIM, par. 50107.3a

4. For correspondence:

Ref: (a) MCO 1080.40, par. 50107

5. All references to other Marine Corps Orders, DoD Directives, Websites or any other orders or manuals are listed at the beginning of each Chapter. (When codes are not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)

00008. USE OF UD STATEMENT FORMATS AND EXAMPLES.

1. UD statements which contain the English description for the Type Transaction Codes (TTC's) entered on the On-Line Diary and UD/MIPS applications are used throughout this Manual. Instructions on what data to enter are included with statements. An illustration of a UD statement is shown below:

DEL\_\_\_\_\_ | ADD\_\_\_\_\_ |

Action date of statement  
to be deleted

Normal statement to be deleted

Action date of statement to be added

Normal statement to be added

2. **EXAMPLE** entries are provided throughout this Manual. These examples show how a complete statement should look on the UD. **EXAMPLE** entry:



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<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
PLAGGE	KJ	0123459789	200001231 RIFLE 042

00009. USE OF FIGURES AND DECISION LOGIC TABLES (DLT'S).

1. Figures and DLT's are visual aids used to portray information graphically. A figure is used to convey explanatory information. A DLT is used to help the reader arrive at the correct decision or answer after considering all the alternatives. Figures and DLT's are identified by number. The digit before the hyphen indicates the chapter number; the digits to the right of the hyphen indicate sequence of the figure or DLT within the chapter. Both figures and DLT's may be used in a chapter. Figure 5-1 is the first figure of chapter 5. Table 5-1 is the first DLT in chapter 5. The difference between a DLT and a figure is denoted by the word "table" or "figure" and not by the numeric identification.

2. DLT's are used in this Manual to simplify instructions which are complex and would require an excessive amount of written explanation. A DLT usually contains the following segments:

- a. Table number to identify the particular table.
- b. Table heading to identify the subject material in the table.
- c. Column heading, designated alphabetically; i.e., A, B, C, and so forth.

d. Rules to identify certain statements of condition or action. Rules are designated numerically; i.e., 1, 2, 3, and so forth. Statements of condition are to the left of the table and Statements of action are to the right of the table.

TABLE NUMBER--TABLE HEADING.				
R U L E	A	B	C	D
	Column Heading	Column Heading	Column Heading	Column Heading
1				
2				
3				
4				

3. Proper use of a DLT is assured by adherence to the following rules:

- a. To find the solution, begin at the upper left of the table.
- b. Select the most accurate or applicable rule in each column.
- c. Always proceed down and right; never up.

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d. Never return to the left as you advance to find the solution or decision.

e. All of the conditions in a selected rule must be applicable to the situation at hand. When you enter the right most column of the applicable rule the decision will be found at the end of the process.

TABLE 5-12--CRA AND RCRA DATES				
R U L E	A	B	C	D
	When the Marine (See notes 1, 2, and 3)	and	and	then the
1	enlists in the USMC	has no prior USMC or USMCR Service	is assigned to	CRA date is the day of entitlement
2	enlists in the DEP			CRA date is the day of assignment to AD
3	is restored to duty from confinement involving punitive discharge	is issued clothing to the extent necessary to meet minimum clothing requirements		CRA date is day of restoration to duty
4	reverts from temporary officer or WO status			CRA date is the same date held prior to the appointment to officer or WO status

**NOTE:** All Tables are at the end of each section in each chapter.